

Progress Report
Initiative to Transition the AAEP to a Community-Based
Management and Governance Structure and Strengthen the
Mayor's Council on African American Elders

January 1 through January 31, 2003

Project Background

The Mayor's Council on African American Elders (the Council) and the Seattle Human Services Department, Aging and Disability Services (ADS) initiated the AAEP project in September 2003. The primary goals are to strengthen the Council through effective member recruitment and retention and to develop a plan for the transition of the AAEP to a community-based management and governance structure. The timeline has been extended to April 30, 2004. This report provides progress on project goals for the period December 1 through January 31, 2004.

Key Objectives and Activities

1. Brief executive sponsors, partners and key stakeholders.
2. Hold regular Steering Committee meetings.
3. Recruit Steering Committee members.
4. Draft a comprehensive description of the AAEP, including services and service model.
5. Secure statement of support for project from Executive Sponsors.
6. Initiate Council recruitment process.
7. Improve internal and external communications with and among stakeholders.
8. Develop criteria for selection of a Nonprofit Affiliate.
9. Design and implement process for securing community input into the AAEP transition.
10. Develop screening criteria for potential affiliate organizations.
11. Develop preliminary list of potential affiliates.

Accomplishments for the Period

1. Held three Design Team meetings to keep the project on track, identified and resolved issues and concerns and develop strategies to get around barrier to moving the project forward.
2. Implemented the community input initiative: two focus group sessions, two key informant interviews. Schedule interviews for 5 other key informants.
3. The Council Chair provided a briefing for Councilman Gossett on the status of AAEP project.
4. Revised and update transition project proposal and workplan.
5. Interviewed two candidates for the Mayor's Council on African American Elders.
6. Conducted research and designed and updated questions for community surveys, stakeholder interviews and focus groups.
7. Completed the progress report for the period December 1 through December 31, 2003.
8. Held one Steering Committee meeting that focused on the following key issues: finalizing and updating of project pros and cons, obtaining feedback on the stakeholder

input initiative, identifying potential candidates for the nonprofit affiliate, the future of the Steering Committee.

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9. A member of the Steering Committee facilitated a dialogue with front line staff of the AAEP on the transition of the project.
10. A member of the Steering Committee reviewed and provided recommendations on the construction of the Community Survey questions.
11. Held a discussion of the appropriate Service Model for the AAEP after the project is transitioned to a community-based management and governance model.
12. Participated in the January MCAAE meeting.

Key Next Steps

Over the next month, committees and teams will focus on the following issues and activities:

1. Conduct meeting(s) of managers and senior staff to design a model for services to be provided by the AAEP after it is transitioned to a community-based management and governance structure.
2. Provide project update and briefing for all Executive Sponsors.
3. Provide regular project updates for partners, staff and stakeholders.
4. Establish Council sub-committee for recruitment and retention and implement a member recruitment process.
5. Continue to implement the community input initiative: hold 4-5 focus groups including one pilot focus group to test questions, interview 9-10 key informants and survey approximately 200 community members.
6. Summarize, analyze and draft report of results of the community input initiative data collection.
7. Draft a model "*operating agreement*" for affiliate nonprofit agency.
8. Develop pre-qualification criteria for potential affiliates.
9. Develop a clear "statement of impact" of the AAEP transition on clients.
10. Implement strategies to fortify community support for the AAEP.
11. Clarify and describe contract requirements for the AAEP transition.
12. Identify and screen potential candidates for a nonprofit affiliate organization.
13. Draft project plan.

Summary and Highlights

During the month of January, the primary focus of the project has been refining and implementing the process to ensure broad community input into the AAEP transition planning process. The Design Team, with help from the Steering Committee, completed the design for the community input initiative. Questions were developed for the key informant interviews, the community survey and the focus groups. Two focus groups sessions were completed: a pilot focus group and an intergenerational focus group. Fifteen (15) people attended these two sessions. Two of the ten key informant interviews were completed. The community survey questions were set up in Boomerang and electronic survey tool.

The Design Team concluded that a transition of the AAEP provides an opportunity to review how services are currently provided under the project. The Team met with ADS senior staff and managers and members of the *Partnership* to brainstorm ways to improve the model and adjust it for implementation by a community-based organization.

The project plan was revised to include the *Community Input Initiative*, pre-qualification criteria for selecting the affiliate, additional steering committee meetings and other attendant activities and an extension of the project period.

A committee that included ADS staff, the Council Chair, the Mayor's assistant for Councils interviewed two candidates the Mayor's Council. The committee recommended both candidates be approved for the Council membership.